

Special Events Permitting Policy

Accepted by City Council December 10, 2002

Purpose:

To encourage the use of City-owned facilities or rights-of-way by citizens or organizations for special community or personal events. Review of the special events permit application by City Staff and/or City Council allows for the event to be held safely with minimum disruption to the surrounding community.

Procedure:

Citizens or organizations wishing to hold an event in City-owned facilities or on public rights-of-way will obtain a special events permit from the City Clerk's or Parks & Recreation Department offices. Upon completion and return of the event permit to the City, at least ten (10) days prior to the event, the City Management Staff will review the application.

NOTE: Event permit forms returned to the City less than ten (10) days prior to the event may be rejected and the event may not be allowed to take place on City-owned property.

Application Review:

Items to be reviewed by Staff include but will not be restricted to the following:

City Sales Tax License

The sales of tangible goods will require a City sales tax license.

Special Events Liquor License

The sale of alcoholic beverages will require a Special Events Liquor License.

Handbill Permit and Bond

Advertising of the event by distributing handbills will require a handbill permit and bond.

Impact on the Surrounding Neighborhood

Applicants are strongly encouraged to discuss their event plans with the surrounding neighbors and business owners. Approval from these surrounding business owners/ neighbors may be required by the City in order for the event to take place.

Additional City Services

Applicants must arrange for any additional City services, such as barricades, traffic cones, electric power, dumpster/refuse pick-up, and Police and/or Public Works Departments' assistance with street closures or security.

Use of City-owned Facilities

Use of some City-owned facilities require prior reservations, some require rental fees. City rules, procedures and regulations must be strictly adhered to by citizens and organizations using these facilities.

City Council Review

Additional review by the City Council is required for the following:

- Events that occur on four (4) or more *consecutive* days; i.e. Wednesday, Thursday, Friday and Saturday;
- Events that occur on four (4) or more *separate* days throughout the year; i.e. once a week for a period of a month or more.

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Liability:

A liability form shall be signed by the authorized agent or sponsor of the event. An unsigned liability form may result in the event permit being denied.

Clean-up and Reimbursement:

The applicant is responsible for all clean-up of the site immediately following the event and the applicant further agrees to reimburse the City for repair costs to any City facility or City right-of-way damaged during the event. Only water soluble, non-permanent markings or chalk may be used on City rights-of-way.

Application Form:

A copy of the Special Events Permit Application Form is attached to this policy.

City of Gunnison

(970) 641-8080

Date Received by City:

Date of Event:_____ Time Starting:_____ Time Ending:_____

Location of Event:

Describe Activity/Event: _____

If held in the past - is the event changing this year? If so, how?

What impact will this event have on the surrounding neighborhood? (i.e. noise, traffic, parking) Please explain:

Event Sponsor: _____ Contact Person: _____

Address: _____

Telephone: _____ Fax: _____ E-mail _____

DOES THE EVENT INVOLVE ANY OF THE FOLLOWING?

LIQUOR: Liquor (including Beer) Sale and/or Consumption ' NO ' YES- If Yes, Contact the City Clerk at 641-8140.

SALES OF ANY KIND OF PRODUCT: ' NO ' YES - If Yes, Contact 641-8162 for Sales Tax Information.
If Event and Product Sales NOT Sponsored by Non-Profit Organization, Contact the City Clerk at 641-8140.

' **HANDBILLS/FLYERS** will be distributed: ' NO ' YES- If Yes, Contact Community Development at 641-8090.

EVENT HELD IN A CITY PARK: ' NO ' YES - If Yes, Contact the Parks Department at 641-8060.

STREET CLOSURE or Interference with Normal Traffic Flow: ' NO ' YES - If Yes, explain:

WILL YOU REQUIRE: Water Electricity Dumpsters Traffic Cones Barricades

Only non-permanent, water soluble “paint” or chalk may be used for street/sidewalk marking.

Event Sponsor is responsible for all clean-up of the site immediately following the event.

PLEASE NOTE THE FOLLOWING:

This permit must be submitted to the City Clerk's Department at least 10 days prior to event.

Complete the insurance release on the back of this page. The City's insurance policy covers only the City during your event/activity. You must provide your own insurance to cover your organization and the event participants.

NN

(For Internal Use Only)

APPROVED: City Clerk: _____ Transient Merchant License: _____ Finance: _____ Sale Tax: _____

Community Development: _____ Fire Marshal: _____ Parks & Recreation: _____ Police: _____
Public Works: _____ City Manager Approval: _____
Staff Comments: _____

INDEMNIFICATION AND RELEASE PROVISIONS
FOR USE OF CITY OF GUNNISON FACILITIES AND RIGHTS-OF-WAY

A. In consideration for being permitted to use the facilities and/or rights-of-way of the City of Gunnison, (hereinafter "City"), _____ (insert name of person/entity seeking permission to use facilities and/or rights-of-way, hereinafter "Applicant") agrees to indemnify and hold harmless the City, its officers, employees, insurers, and self-insurance pool, from and against all liability, claims, and demands, which are incurred, made, or brought by any person or entity on account of damage, loss, or injury, including without limitation claims arising from property loss or damage, bodily injury, personal injury, sickness, disease, death, or any other loss of any kind whatsoever, which arise out of or are in any manner connected with the use of the facilities and/or rights-of-way, whether any such liability, claims, and demands result from the act, omission, negligence, or other fault on the part of the City, its officers, or its employees, or from any other cause whatsoever.

B. By signing below, Applicant agrees that, in the event of any damage, loss, or injury to the facilities or to any property or equipment therein or to the City rights-of-way, the City may deduct from any damage deposit the full amount of such damage, loss, or injury. Applicant further agrees that, if such damage, loss, or injury exceeds the amount of the damage deposit, Applicant will promptly reimburse the City for all costs associated therewith upon billing by the City.

C. In addition, in consideration for being permitted to use the facilities and/or rights-of-way, Applicant, on behalf of itself, and its officers, employees, members, and participants, hereby expressly exempts and releases the City, its officers, employees, insurers, and self-insurance pool, from and against all liability, claims, and demands, on account of injury, loss, or damage, including without limitation claims arising from property loss or damage, bodily injury, personal injury, sickness, disease, or death, that Applicant may incur as a result of such use, whether any such liability claims and demands result from the act, omission, negligence, or other fault on the part of the City, its officers, or its employees, or from any other cause whatsoever.

Signature of Applicant

Printed Name of Applicant

Date